

## **Privacy Notice: How we handle your data**

*The Surrey Cancer Research Institute in the Faculty of Health and Medical Sciences is part of the University of Surrey. We are registered as a data controller with the Information Commissioner's Office and are committed to ensuring that the personal data we process is handled in accordance with data protection legislation. We have a named Data Protection Officer, James Newby, who can be contacted via [dataprotection@surrey.ac.uk](mailto:dataprotection@surrey.ac.uk)*

### **What information do we collect from you?**

*The Surrey Cancer Research Institute collects and processes the following data about people it keeps on its mailing list:*

- Name and address
- Name of Company
- Email address (if provided)
- Other – such as what conferences or seminars you have enquired about or registered on, dietary requirements if stated.

We only collect the data we need and keep that data up to date.

We have this data about you on our mailing list because you provided it when making an enquiry, booking for an event or completing one of our questionnaires.

### **Why do we collect this information?**

The University collects only the data we need and we keep the data up to date and only for as long as it is needed.

We collect your personal data in order to...

- send you information about future seminars or conferences that you or your team may be interested in

*We do not use the data we collect to make decisions about individuals or to analyse information on an individual level.*

We take our obligations for data handling very seriously and it is therefore important for you to know that the lawful basis for us processing your information is that processing is necessary for the legitimate interests of the data controller and does not conflict with the rights and freedoms of data subjects.

Some data processing (see below) may also occur with the consent of data subjects.

### **What do we do with your information?**

We collect the data about you from forms completed or emails that you have sent when signing up for a meeting or conference. The data is then kept in a database and used to contact individuals to achieve the purposes listed above.

### **How long do we keep your information?**

We keep your personal data in accordance with the University's retention schedules. This means that your data is kept for a maximum of 7 years.

### **Who do we share your information with?**

We may share your personal data under the following circumstances:

- *Where, with the delegate's permission prior to a seminar or conference, background information on the delegate is shared with an internal or external lecturer specific to a subject area. The sort of information shared for example is, what level of experience the delegate has in relation to the conference he/she is booked on. Any relevant company information or work that the delegate is participating in where the conference may benefit them. It is the delegate's choice as to whether to provide this information and the amount of information he/she chooses to provide.*
- *Your data will not be shared with any external organisation unless in the circumstances above.*

### **What rights do you have in relation to the way we process your data?**

You can find detailed information about your rights as a data subject on the University's webpage. <https://www.surrey.ac.uk/information-management/data-protection/staff-privacy-notice>

You have the right to ask us to confirm that your personal data is being processed and to access (i.e. have a copy) of that data as well as to be provided with supplemental information about the processing.

Where the data we hold on you is inaccurate, you may request that we rectify these inaccuracies.

You have the right to have your data erased by us, although in certain circumstances we may not be able to do this. The circumstances where this applies can be found in the data subject rights information on the University's webpage.

Each time we send you information regarding seminars you will have the right to opt out of receiving information and your database record will be amended and you will no longer receive information from us.